

ATI Conference Host Proposal Form - 2011 10th Anniversary Conference

The Association of Travel Instruction invites you to develop a conference host proposal for the 2011 **ATI 10th Anniversary Conference**. You are invited to provide a 15 minute presentation about your proposal at the ATI Conference in Baltimore, Maryland, on Friday, August, 13, 2010.

If you are unable to attend the ATI Baltimore conference, you may mail your proposal to the address listed below. Your proposal should be postmarked no later than **Friday, September 17, 2010**.

Please mail your proposal to:

Association of Travel Instruction
P.O. Box 2042, Madison Square Station
New York, NY 10159

Questions About Any Aspect of This Form?

Mary Rieglmayer, ATI President
riegelmayer.mary@cuyahogabdd.org
OR
Peggy Schmidt, ATI President-elect
execdir@ptma-mc.org

Your Name and Professional Title: _____

Preferred Address: _____

Preferred Phone #: _____

Preferred E-mail Address: _____

Fax Number: _____

When you are developing your conference proposal, please seek information based on:

- **Projected rates for July 1 to mid-August of 2011**
- **70 attendees**
- **Conference duration of 2 ½ days, Friday 9:00 am to Sunday, 12:30 pm**

Proposed Hotel: (If you have more than one hotel in mind, please attach an addendum)

Hotel Name and Location: _____

Cost for sleeping rooms per Night (Double Occupancy) _____

Is there a guaranteed number of guestrooms to obtain free meeting space?

___ Yes ___ No

If yes, how many guestrooms? _____

If not, cost for meeting rooms _____

What is the penalty if the number of rooms is not reached? _____

Will there be any complimentary rooms or a presidential suite provided? _____

Are presenter platforms accessible? _____

Food, based on 70 Attendees

Cost for 2 Continental Breakfasts _____

Cost for 1 Networking Social _____

Cost for water, soda, coffee, tea and snacks for 2 breaks: _____

Food available for special diets: (Vegetarian, Kosher, etc.) _____

Cost of Awards Banquet Buffet Dinner _____

If banquet is proposed for a different location that is not within the conference hotel, please provide the following information:

Name of the facility _____

Cost of a banquet dinner for 70 people _____

Cash bar available? _____

Transportation options to get to location _____

Proximity to the hotel _____

Hotel has the following amenities:

Accessibility _____ Exercise room _____ Spa _____

Restaurant _____ Bar _____ Internet access in rooms _____

Other: (Identify) _____

Conveniently located near:

Local Transportation _____ Airport _____

Sightseeing _____ Shopping _____

Restaurants _____

Does local transportation operate on weekends? _____

Other questions about the Hotel:

What is the hotel's final date for pre-registration before the hotel releases rooms to the general public?

Is there a charge for parking? _____ If Yes, Amt. _____

Will special conference rates be in effect for pre- and post-conference ATI Board of Directors meetings?

Will the hotel sponsor a Board meeting at the hotel prior to the conference?_____

Is there another conference/wedding scheduled in the hotel at the same time?

Courtesy options for persons with disabilities: (Please describe)

Cost of renting:

Microphones_____Lecterns_____

Screens_____

Field Trip Ideas (Describe): _____

Return Completed Form To:

**Association of Travel Instruction
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